

Emily Porter
1111 Station Road
Rockville, Maryland 20502
Business: 301-443-1111 - Residence: 301-555-3434

Candidate for:
Announcement Number:

SSN: 321-54-4567
Veterans Preference: None
Reinstatement Eligibility: Yes
Citizenship: United States
Highest Federal civilian grade held: Program Manager, GS – 12, 6/95 – Present

CAREER SUMMARY

Decisive and results-driven professional with 11+ years' experience providing in-depth health services administration. Extensive experience in the areas of budget and finance. Excellent computer skills utilized to research data for report development. Provide information to the public in a variety of customer service-oriented programs. Acted as key communications link between department managers and administrative officers with regard to budget questions and statistical reports. Ten years management experience with excellent team building and performance improvement capabilities.

CORE COMPETENCIES

Finance, Budget & Cost Management • Leadership/Supervision • Staff Training & Development
• Personnel Management • Coaching/Authoring/Instructing • Extramural Program Management
• Grant Funding Policies/Procedures • Contract Specialist

EMPLOYMENT HISTORY

Program Manager **6/95 – Present**
Salary GS – 12, Step 3 - (40 hours per week)
National Cancer Institute, National Institutes of Health
6130 Executive Blvd. Room 4296
Bethesda, MD 20892
Supervisor: David Marshall (301) 444-1111 (Permission to contact)

- Serve as Program Manager for \$8,000,000 contract, with two locations, seven Federal and 12 contract employees.
- Manage a staff of four Program Analysts and three Program Assistants.
- Advise Administrative Officers on extramural program issues including grant funding, policies, and procedures.
- Counsel grantees on grant questions and concerns.

- Present over 30 grant writing workshops to grantees and staff per year.
- Developed a grant writing training manual that has been used as a model by other extramural departments within NCI.
- Manage 45 grantees and 125 grants with a total budget of \$40,000,000.
- Coordinate with Program Directors and Administrative Officers on the allocation of grant funding.
- Instruct NIH Extramural Grant Writing Basic Course and NIH Extramural Grant Writing Advanced Course.

Management Analyst

6/93 – 6/95

Salary GS – 11, Step 2 - (40 hours per week)

National Cancer Institute, National Institutes of Health

6130 Executive Blvd., Room 2703

Bethesda, MD 20892

Supervisor: Howard Gordon (301) 444-3333 (Permission to contact)

- Served as Project Officer for \$2 million contract.
- Coordinated award pay and bonuses for NCI.
- Advised NCI Managers on personnel actions.
- Provided reports to internal customers, senior level managers, the Department of Health and Human Services, and the Office of Personnel Management.
- Coached, motivated, and supervised three employees to provide exceptional customer service.
- Presented workshops on personnel management and contract management.
- Created and maintained multiple databases on benefits, payroll, and personnel actions.

Program Analyst

7/90 – 6/93

Salary GS – 9, Step 3 - (40 hours per week)

National Cancer Institute, National Institutes of Health

6130 Executive Blvd., Room 3535

Bethesda, MD 20892

Supervisor: Tony Stevens (301) 444-1212 (Permission to contact)

- Advised and counseled NCI employees on personnel questions and issues.
- Reviewed, analyzed, and evaluated the NCI extramural program. Developed program goals and policies.
- Responsible for all recruit actions within the department.
- Supervised two stay in school students and one secretary.

- Provided program support in the areas of personnel management, administration and budget.
- Maintained performance appraisal system for the Institute.
- Developed standard performance elements for NCI positions.
- Trained and advised the administrative officers on personnel and policy issues.

EDUCATION

Master of Business Administration, Georgetown University, Washington, DC, 2001
Bachelor of Science in Business Administration, University of Richmond, Richmond, VA, 1990 – G.P.A. 3.6

TRAINING

Managing Multiple Projects, American Management Association, 2002
Project Management, American Management Association, 2001
Administrative Office Management, USDA Graduate School, 1999
Federal Government Grant Writing, USDA Graduate School, 1997
Personnel Actions and Personnel Management Course, USDA Graduate School, 1995
Staffing and Placement, USDA Graduate School, 1995

COMPUTER SKILLS

C++, Java, Paradox, Novell 4.0, Java, Microsoft Word, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft Publisher, Lotus 1-2-3

PRESENTATIONS

NIH Extramural Grant Writing Basic Course
NIH Extramural Grant Writing Advanced Course

HONORS AND AWARDS

Excellence in Management (NCI), 2001
NCI Director's award for Excellence In Extramural Program Development, 1999 and 2001
Received outstanding performance appraisal, 1990 – Present
NCI Outstanding Leader Award (1996 and 1999)

COMMUNITY SERVICE

Coach - Girls Softball (ages 10 –12) Rockville, MD, 1998 – Present
Coordinate fundraisers and manage the softball league's finances

COMMITTEES/ORGANIZATIONS

NIH Human Resources Consolidation Committee (2002)
NCI Human Resources Computer Research Team (1999-2001)